

ITNA & TRAIN

ITNA and TRAIN work hand-in-hand to manage Environment, Safety and Health (ES&H) training requirements for Fermilab employees, users, visitors and subcontractors. ITNA, or Individual Training Needs Assessment, is a questionnaire completed by your supervisor that determines your training requirements. The ITNA is completed by the person's supervisor or Fermilab point of contact because they are familiar with the employee/visitor's job duties including the associated ES&H hazards. ITNAs should be updated at least once a year, or more frequently as job hazards change.

TRAIN is the system that everyone can use to manage their personal ES&H training requirements. The Individual Training Plan (ITP) is generated as a result of the ITNA process. The ITP summarizes your training needs in a table. The ITP lists needed courses by name and course code, shows the training completion date, and the due date. As the due date draws near, TRAIN will send reminders to enroll in the course that is about to expire.

Two Power Point slideshows are available to view in DocDB, Document 838: <https://esh-docdb.fnal.gov:440/cgi-bin/ShowDocument?docid=838>.

ITNA (halfway down, left column): http://www-esh.fnal.gov/owa_user/esh_home_page.page?this_page=16707

ITP: <http://www-esh.fnal.gov/pls/default/itp.html>